

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Sara Scott

ADDRESS: PO Box 995

CITY: Lolo

STATE: MT

ZIP: 59847

PHONE: 406-273-4671

EMAIL ADDRESS: sarascott@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 6, 2017

APPLICATION DEADLINE: Friday, March 17, 2017 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Artifact data entry (using Past Perfect Software)

OF POSITIONS: 1

LOCATION(S): University of Montana Archaeological Collections Facility

WORK START/END DATES: May 22, 2017

HOURS/WEEK: flexible, possible to work full time all summer for 480 hours or work half time into the fall. Total number of hours for the position is 480.

TRAINING/ORIENTATION DATES: May 22, 2017

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC.): \$15.00 per hr.

POSITION DESCRIPTION:

Individual will work with the artifact collections in the basement of the Social Sciences Building at the University of Montana entering prehistoric artifact collections from Ghost Cave located in Pictograph Cave State Park near Billings into the Past Perfect Museum software program. Over 5,000 artifacts are in need of entry into this program. Individual will examine artifacts and describe them in the Past Perfect program. Digital pictures will also be taken of each artifact and entered into the computer program. Software training will be provided by the museum collections manager at U of M. Person will work for State Parks but will be in contact with museum collections manager at U of M on a daily working basis. Individual will have regularly scheduled meetings with state parks heritage program manager to track progress and to address any problems or questions with data entry tasks.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Graduate student in Anthropology is highly preferred along with knowledge of PastPerfect software. Individual must have background experience in pre-contact artifact analysis and/or in archaeology and its analytical methods. Person must be comfortable identifying and describing pre-contact Plains Indian artifacts with little or no assistance. Person must also be adept with computers and software and be willing to sit at a computer examining small objects for extended periods of time. Individual must be a detail oriented person and able to work independently with little supervision. Office space and a computer will be provided at UM

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Submit cover letter summarizing experience and interest in the job, resume, and two letters of recommendation to Sara Scott at the address provided above.

ADDITIONAL INFORMATION: (;HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

No housing or per diem provided